



**Board of Nursing Home Administrators  
Minutes  
August 10, 2007**

- Time:** 9:00 a.m.
- Location:** Gonzaga University  
Foley Library – Teleconference Room  
Intersection of Dakota Street and Desmet Avenue  
Spokane, WA 99258  
*Link for directions at the end of this notice*
- Contact Person:** Kendra Pitzler, Program Manager  
(360) 236-4723
- Board Members Present:** Susan Quigley, Chair, NHA  
Daniel Murray, Vice-Chair, NHA  
Stacy Mesaros, NHA  
Ila Pound, RN  
Mary Sue Gorski, ARNP  
Mary Ersek, RN  
Mely Davenport, RN  
Carol F. Hart, Public Member
- Assistant Attorney General Present:** Gail Yu, Assistant Attorney General
- Staff Present:** Paula Meyer, Executive Director  
Judy Young, Staff Attorney  
Kendra Pitzler, Program Manager  
Robin Sheldon, Program Assistant
- 1. 9:20AM Opening – Susan Quigley, Chair – DISCUSSION/ACTION**
- A. Call to Order – Susan Quigley, Chair, called the meeting to order on August 10, 2007, at 9:20AM.
  - B. Introductions were made by the Board of Nursing Home Administrators (BNHA) members, staff, and members of the audience.
  - C. Order of Agenda – The Board added the following to the agenda
    - 6C; Health Market Science
    - 6D; Washington Health Care Association (WHCA)
    - 7D; Medical Marijuana Rules
    - 7E; Nursing Home Bed Ratio
    - 7F; Sunrise Review of Colon Hydrotherapists
    - 7G; Sunrise Review of Speech Language Pathologist
  - D. Correspondence –No correspondence was presented at this time.

**Board of Nursing Home Administrators**

**August 10, 2007**

**Agenda – Page 2**

E. Announcements – No announcements were presented at this time.

F. Other – No other business to announce.

**2. Consent Agenda—DISCUSSION/ACTION**

**Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Board without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.**

A. Approval of August 10, 2007 agenda.

B. Approval of February 9, 2007 minutes.

C. Approval of May 18, 2007 minutes.

**DECISION:** A motion was made to accept the consent agenda items. This motion was seconded and passed unanimously.

**3. Participating in a Disciplinary Hearing - Patti Latsch - DISCUSSION/ACTION-**

*Presentation made to the Board describing the role of panel members, the health law judge and the assistant attorney general.*

**DISCUSSION:** Pattie Latsch was not available to present. Judy Young, DOH Staff Attorney, and Assistant Attorney General Gail Yu presented the process and procedures that BNHA members will follow when participating in a Disciplinary Hearing.

**4. Program Report –Kendra Pitzler -DISCUSSION/ACTION**

A. Reorganization Update

**DISCUSSION:** No new information was available at this time.

B. Washington State Council of Problem Gambling

**DISCUSSION:** Ms. Pitzler received an e-mail from Maureen Greely, Executive Director of the Washington State Council of Problem Gambling. She stated that she will share questions about possible treatment monitoring for NHAs with her experts.

**5. National Conferences – DISCUSSION/ACTION**

A. NAB Annual Meeting, June 2007 – Mely Davenport.

**DISCUSSION:** Ms. Davenport reported on the Annual NAB meeting she attended. She offered several points of interest to the BNHA:

- **Emphasis on education and mentoring of new Nursing Home Administrators (NHAs).** National Association of Boards of Examiners of Long Term Care Administrators (NAB) would like to obtain examples of what Washington State does for Board Orientation. Kendra Pitzler will provide appropriate documents.
- **AIT Preceptorship.** The board discussed programs currently available in and outside of Washington State. All NAB approved programs are in the middle and eastern portion of the United States. Washington has not received applications from graduates of NAB approved schools. There are no administrator programs offered through Washington State colleges. The Board discussed encouraging

schools to develop programs and approach NAB for approval, but decided it is not necessary at this time.

- **Board Supervision of Preceptors:** Discussion at the NAB meeting included supplementing AIT programs with mandated continuing education to support necessary nursing home components. It is suggested that the AIT stay in contact with a mentor after the AIT program has been completed.

**DECISION:** The Board determined that this information should be forwarded to the AIT Subcommittee for consideration.

**B. Citizen Advocacy Center Meeting, October 2007 – Kendra Pitzler.**

*Update and discussion regarding members who will be attending this meeting.*

**DISCUSSION:** An invitation is extended to all interested BNHA members. Continuing Education (CE) for Nursing Home Administrator's is available, CE hours are based on attendance. The certificate of attendance and CE credits are available through the registration desk at the event.

**6. Approved Continuing Education Providers – Kendra Pitzler -**

**DISCUSSION/ACTION**

- A. Review of Criteria. *Continuing education (CE) providers must be approved by the Board to receive lists and labels. The Board wishes to adopt criteria for CE provider approval.*

**DISCUSSION:** The BNHA must approve professional association or educational organization to gain access to a list of licensee's addresses. The professional organization is a group of individual organized to represent the interest of a profession. If the organization is approved they do not automatically have access to any list/labels. Public Disclosure procedures are to be followed, with description of the intended use of such list.

- B. NAB request for lists and labels. *NAB has requested lists and labels from the Board*

**DECISSION/ DECISION:** NAB is a valid organization that represents the profession. The Board approved NAB to receive list and labels. Those organizations that are Board approved would also be approved for list and labels – they must fill out the same Public Disclosure paperwork – attestation regarding the use of such list and labels. If they misuse or abuse the list, DOH would need to litigate.

- C. Health Market Science. *Organization request to be approved to receive list of health care providers.*

**DISCUSSION:** The Board requested staff to investigate and validate who the organization is, what they represent and how they will use the listings.

- D. Washington Health Care Association (WHCA). *Application sent for recognition as a Professional Association/Educational Organization.*

**DISCUSSION/ DECISION:** This association requests a list of all NHAs. The Board approves WHCA to receive list and labels.

**7. Rules – Kendra Pitzler - DISCUSSION/ACTION**

**A. Nursing Home Administrator Licensure Rules – Update**

There is nothing new to report at this time.

**B. Board of Pharmacy Drug Disposal Rules –**

**DISCUSSION:** The Department of Ecology has passed regulations prohibiting disposal of medications in the ground water. The Board of Pharmacy has proposed rules for disposal of controlled substances. The pharmacy rules proposal is being reviewed by the Department of Health. They will be filed once they receive department approval. The hearing date has not yet been set.

**DECISION:** The Board requests staff from the Pharmacy Board present at a future BNHA meeting regarding costs and explain how the process will work, and how the cost will be shared.

**C. Mandatory Reporting Rules – *Discussion of rules being adopted by the Department of Health as a result of SHB 2974.***

**DISCUSSION:** The Board reviewed the mandatory reporting rules proposed by DOH

**D. Medical Marijuana Rules – *Discussion of rules being adopted by the Department of Health as a result of ESSB 6032.***

**DECISION:** Staff will monitor and check on developments and report back to the Board as new information becomes available.

**E. Nursing Home Bed Ratio – *The Certificate of Need has been updated to reflect written comments with the CR 101.***

**DECISION:** Staff will monitor and check on developments and report back to the Board as new information becomes available.

**F. Sunrise Review of Colon Hydrotherapists – *To determine whether Colon Hydrotherapists should be regulated by Washington State Department of Health.***

**DECISION:** Staff will monitor and check on developments and report back to the Board as new information becomes available.

**G. Sunrise Review of Speech Language Pathologist - *To determine Speech Language Pathologist should be regulated by Washington State Department of Health.***

**DECISION:** Staff will monitor and check on developments and report back to the Board as new information becomes available.

**8. Preceptor Training – Kendra Pitzler - DISCUSSION/ACTION – *the Board wishes to contract out the development and administration of preceptor training. This will be an update regarding that process.***

**DISCUSSION:** Ms. Pitzler is looking into the bidding process for obtaining a contractor. She will work with the contract office for bid criteria. The AIT Sub-committee will develop questions for businesses entering into the bidding process.

**9. 2007-2009 Board Business Plan – Kendra Pitzler - DISCUSSION/ACTION**

*The Board discussed changes for the 07-09 business plans at the May 18, 2007 meeting. The Board will review the updated plan and make any necessary changes.*

**DISCUSSION:** Developing a newsletter is dependent on several factors, including DOH policy, how many Nursing Homes there are in the state, how many hard copies (or electronic versions) are required, and who will be responsible for content of the NH Newsletter.

**ACTION:** A motion was made and passed to approve going forward with the arrangements for a Board Newsletter.

**10. 2008 Meeting Dates – Kendra Pitzler - DISCUSSION/ACTION**

*The Board determined that staff should provide meeting dates based on board member and staff availability. The Board will review the proposed meeting dates for 2008.*

**DISCUSSION:** Review of the dates suggested on email from Kendra Pitzler to BNHA members. The proposed dates are:

- February 8, 2008
- May 2, 2008
- August 8, 2008
- October 31, 2008

**ACTION:** A motion was made to approve the 2008 Meeting Dates as proposed. The motion was seconded and passed unanimously.

**11. Presentation of SOA/STID, Ronald G. Baker – Judy Young - DISCUSSION/ACTION.**

**DISCUSSION:** Judy Young presented the SOA/STID to Board Members.

**ACTION:** A motion was made to accept the SOA/STID. The motion was seconded and passed unanimously.

**12. Closed Session – Case Authorization & Case Disposition Panels**

*RCW 18.130 gives the Board authority to investigate all complaints and reports of unprofessional conduct as well as issue statement of charges or settlement agreements. This law also gives the Board the authority to establish panels consisting of three or more to perform these duties. Case Authorization and Case Disposition panels are used to review complaints and investigations to determine appropriate actions.*

**ACTION:** The Board went into closed session to review complaints and investigation and determine appropriate action.

**13. Closing**